

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

B. C. Evans
Executive Secretary

EXTENSION:

NO.

DATE

18 July 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for
Resource Management

John:

I appreciate your willingness to surrender a portion of your space here at Headquarters to provide a small office [redacted] this helps immeasurably. With your okay, I will initiate the work orders for having a partition erected as shown on the attached floor plan and to have the telephone work done necessary for my assistants to answer your phone when no one is present in your office.

Should it develop that you need some kind of receptionist-visitor space, it is possible that by September or October we could get Room 7D65 (on the other side of your office) for that purpose. We can leave that in abeyance for the moment since the room would not be available until [redacted] the White House Fellow, leaves sometime in September. I am told that the partition and telephone work will take about thirty days to complete. We will move as fast as possible.

B. C. Evans

Page Denied